

## 1997 TIER TWO REPORTING PACKET

The Washington State Emergency Response Commission (SERC), in accordance with the Federal Emergency Planning and Community Right-To-Know Act (EPCRA) or SARA Title III, Section 312, requires completion of the attached Tier Two Emergency and Hazardous Chemical Inventory report by all facilities which have reportable quantities. Three separate reports with an original signature are due **March 1, 1998** for calendar year 1997. Send your report **with an original signature** to 1) your Local Emergency Planning Committee (a list is enclosed), 2) your facility's local fire department, and 3) to the State at this address:

Community Right-To-Know Unit  
Department of Ecology  
PO Box 47659  
Olympia WA 98504-7659

- √ Make a copy of the blank form before starting. Refer to last year's report for unchanged, basic information. However, be sure to correct recent changes where necessary. Make a copy of the completed form for your records.
- √ Please be thorough when completing the report. Your completeness and accuracy could make the job of a first responder (i.e. your fire fighter, medics) safer and less complicated. **Incomplete** forms will be **returned** for correction.
- √ If you have any questions after reviewing these instructions, please call **1-800-633-7585**. The toll-free line is staffed weekdays 9am to 4pm. Messages can be left at all times. Calls are returned whenever a number is provided. Please have a complete mailing address when requesting forms. Chances are, this short, toll-free call will not only save you time and money, it will save state resources as well.

### WHAT CHEMICALS ARE INCLUDED

You must report the required information on this Tier Two form for each hazardous chemical present at your facility in quantities equal to or greater than established threshold amounts, unless the chemicals are excluded under Section 311(e) of Title III. Hazardous chemicals are any substance for which your facility must maintain an MSDS under OSHA's Hazard Communication Standard.

### WHAT CHEMICALS ARE EXCLUDED

Section 311(e) of Title III excludes the following substances:

- (i) Any food, food additive, color additive, drug, or cosmetic regulated by the Food and Drug Administration;
- (ii) Any substance present as a solid in any manufactured item to the extent that exposure to the substance does not occur under normal conditions of use;
- (iii) Any substance to the extent it is used for personal, family, or household purposes, or is present in the same form and concentration as a product packaged for distribution and use by the general public;
- (iv) Any substance to the extent it is used in a research laboratory or a hospital or other medical facility under the direct supervision of a technically qualified individual;
- (v) Any substance to the extent it is used in routine agricultural operations or is a fertilizer held for sale by a retailer to the ultimate customer.

## QUICK REFERENCE

Washington Community Right to Know #	→	This is <b>required</b> information, without this 12 digit number, we can specific to your facility address. If you move your number will change. If you have an EPA generator ID #, that is also your Community Right-to-Know number. First-time reporters, please, write NEW in space provided. Previous reporters, please check your mailing label.
Facility Identification Name	→	Business name of facility
Address	→	Street address where facility is located
SIC Code	→	Standard Industrial Classification Code categorizes facilities by the type of activity conducted. See example report for common codes.
Dun & Brad #	→	Check with your accounting office. Some businesses do not have one.
Owner/Operator Name & Address	→	Parent company name & complete mailing address.
Emergency Contacts	→	List two names and emergency phone numbers for each.
Reporting Period	→	1997 - The previous calendar year.
CHEMICAL DESCRIPTION	Refer to your MSDS for this information	
CAS	→	The Chemical Abstract Service (CAS) number is required for pure chemicals and for products which contain extremely hazardous substances (EHS). Common CAS numbers listed on example.
Chemical Name	→	Provide chemical name whenever possible.
<b>Check all that apply</b>	→	<b>Check</b> Pure or Mix <b>AND</b> Solid or Liquid. Also, if appropriate check gas and/or EHS for extremely hazardous substances. Your best reference is your MSDS.
EHS name	→	Required if any extremely hazardous substance (EHS) is a component of the product. Call our toll-free number if you need assistance.
PHYSICAL & HEALTH HAZARDS	→	Refer to your MSDS for this information Check <b>ALL</b> that apply.
INVENTORY	You must report: 1) Extremely Hazardous Substances at or in excess of the Threshold Planning Quantity, or 500 pounds, whichever is less; and 2) any of the hazardous chemicals in excess of 10,000 pounds.	

TABLE I REPORTING RANGES

Code	Range Value From...	Weight Range in Pounds To...
01	0	99
02	100	999
03	1,000	9,999
04	10,000	99,999
05	100,000	999,999
06	1,000,000	9,999,999
07	10,000,000	49,999,999
08	50,000,000	99,999,999
09	100,000,000	499,999,999
10	500,000,000	999,999,999
11	1 billion	over 1 billion

NO. DAYS ON SITE

Enter the number of days that the hazardous chemical was on site.

STORAGE CODES

Refer to Table II below for Container Types (first box):

<u>CODES</u>		Table II <u>Types of Storage</u>	
A	Above ground tank	J	Bag
B	Below ground tank	K	Box
C	Tank inside building	L	Cylinder
D	Steel drum	M	Glass bottles or jugs
E	Plastic or non-metallic drum	N	Plastic bottles or jugs
F	Can	O	Tote bin
G	Carboy	P	Tank wagon
H	Silo	Q	Rail car
I	Fiber drum	R	Other

Refer to Table III for Pressure (second box) &amp; Temperature Conditions (third box):

<u>CODES</u>	<u>Storage Conditions</u>
<b>Pressure</b>	
1	Ambient Pressure
2	Greater than ambient pressure
3	Less than ambient pressure
<b>Temperature</b>	
4	Ambient temperature
5	Greater than ambient temperature
6	Less than ambient temperature, but not cryogenic
7	Cryogenic conditions

## LOCATIONS

Provide a simple description of where chemical is located on property i.e. SW corner inside Bldg D.

Your Local Emergency Planning Committee may require maps.

## OPTIONAL ATTACHMENTS

If you choose to attach one of the following, check the appropriate attachments box at the bottom of the form.

A site plan with site coordinates indicated for buildings, lots, areas, etc. throughout your facility.

A list of site coordinate abbreviations that correspond to buildings, lots area, etc. throughout your facility.

A description of dikes and other safeguard measures for storage locations throughout your facility.

## CONFIDENTIAL INFORMATION

If you do not want the location of a chemical within your facility available to the public, you must submit information on separate forms. Confidential portions will be kept from public access. A Confidential form is available upon request by calling our office at 1-800-633-7585 or (360) 407-6893.

## CERTIFICATION

Complete, sign, and date. An original signature is **required** on page one. Each page has a field in the upper right hand corner for page number and total number of pages in the submission, as well as the certification block.

For information about SARA Title III reporting, call toll-free (800) 633-7585, press 1 at the greeting or (360) 407-6893.

**STATE OF WASHINGTON**  
**LOCAL EMERGENCY PLANNING COMMITTEES**  
**December 24, 1997**

**Adams County**

Mr Don Edson Director  
Adams County  
165 N First  
Othello WA 99344  
509/488-3704

**Asotin County**

Butch Aiken  
Asotin County  
PO Box 250  
Asotin WA 99402-0250

**City of Auburn**

The Honorable Charles A Booth  
Mayor City of Auburn  
1101 D Street NE  
Auburn WA 98002-4016  
253/931-3041

**Benton County**

Rick Garza  
Benton County Emergency  
Management  
PO Box 6144  
Kennewick WA 99336  
(509)586-1451

**Chelan County**

Mr Scott Lowers Director  
Chelan County Department of  
Emergency Management  
Chelan County Courthouse  
Wenatchee WA 98801  
509/664-5347

**Clallam County**

Mr Steve Hauff Director  
Clallam County Emergency  
Management  
223 East 4th  
Port Angeles WA 98362  
360/417-2306

**Clark County**

Tom Griffith Coordinator  
Department of Emergency  
Preparedness  
PO Box 5000  
Vancouver WA 98666-5000  
360/ 737-1911

**Columbia County**

Roger Trump  
Columbia County  
Planning/Emergency  
Management  
120 S First  
Dayton WA 99328  
509/382-2534

**Cowlitz County**

Mr Mike Moore Senior Planner  
Cowlitz/Wahkiakum Council of  
Governments  
207 4th Avenue North  
Kelso WA 98626  
360/577-3041

**Ferry County**

Pete Warner, Sheriff  
PO Box 327  
Republic WA 99166  
509/775-3132

**Franklin County**

Mr John Scheer Director  
Franklin County Emergency  
Management  
502 Boeing St  
Pasco WA 99301  
509/545-3546

**Garfield County**

Mr Clark Capwell Director  
Garfield County Emergency  
Management  
PO Box 885  
Pomeroy WA 99347  
509/843-1468

**Grant County**

Mr Sam Lorenz Director  
Grant County Department of  
Emergency Management  
6500 32nd Ave NE, Ste 911  
Moses Lake WA 98837  
509/762-1462

**Grays Harbor County**

Doug George Chairman  
Grays Harbor Department of  
Emergency Services  
PO Box 630  
Montesano WA 98563  
360/249-3911

**Island County**

Ms. T J Harmon  
PO Box 5000  
Coupeville WA 98239-5000  
360/240-5572

**Jefferson County**

Mr Melvin Mefford Director  
Jefferson County Department of  
Emergency Management  
81 Elkins Road  
Port Hadlock WA 98339  
360/385-3831

**City of Kent**

Mr Norm Angelo Chief  
Kent Fire Department  
220 4th Avenue South  
Kent WA 98032  
253/859-3322

**King County**

Rich Tokarzewski  
King County Office of  
Emergency Management  
7300 Perimeter Rd S Rm 128  
Seattle WA 98108  
206/296-3830

**Kitsap County**

Phyllis Mann Director  
Kitsap County Department of  
Emergency Management  
1720 Warren Avenue  
Bremerton WA 98310  
360/876-7119

**Kittitas County**

Sgt Gene Dana  
WA State Patrol  
291 Thorp Highway  
Ellensburg WA 98926  
509/962-2426

**Klickitat County**

The Honorable Sverre Bakke  
Chairman  
Klickitat County Board of  
Commissioners  
205 South Columbus  
Goldendale WA 98620  
509/773-4612

**Lewis County**

Ms Jeanne Massingham  
Lewis County Emergency Services  
350 N Market Blvd  
Chehalis WA 98532  
360/736-3975

**Lincoln County**

Mr Jack Buck Director  
Lincoln County Emergency  
Management  
PO Box 118  
Davenport WA 99122  
509/725-2281

**Mason County**

Joe Murray  
Mason County Department of  
Emergency Services  
W 410 Enterprises Rd  
Shelton WA 98584  
360/427-7535

**Okanogan County**

Mr James K Weed Director  
 Department of Emergency  
 Services  
 PO Box 1490  
 Okanogan WA 98840  
 509/422-7206

**Pacific County**

Dana Young  
 Pacific County Emergency  
 Management  
 Public Safety Building  
 PO Box 101  
 South Bend WA 98586  
 360/875-9340

**Pend Oreille County**

Ms JoAnn Boggs Director  
 Pend Oreille Department of  
 Emergency Management  
 PO Box 5035  
 Newport WA 99156  
 509/447-3731

**Pierce County**

Asst Chief Jeff Jensen  
 Tacoma Fire Dept.  
 901 Fawcett Ave  
 Tacoma WA 98402  
 253/591-5798

**City of Pullman**

The Honorable Mitchell Chandler  
 Mayor City of Pullman  
 PO Box 249  
 Southeast 325 Paradise  
 Pullman WA 99163  
 509/334-4555 ext 200

**City of Puyallup**

Mr Merle Frank Chief  
 Puyallup Fire Department  
 902 7th Street NW  
 Puyallup WA 98371  
 253/841-5400

**San Juan County**

Mr Chris De Staffany Director  
 San Juan County/Friday Harbor  
 Office of Emergency Services  
 PO Box 219  
 Friday Harbor WA 98250  
 360/378-4117

**Skagit County**

Mr Thomas Sheahan Director  
 Skagit County Department of  
 Emergency Management  
 County Administration Building  
 227 North 4th Street  
 Room 107  
 Mount Vernon WA 98273-3864  
 360/336-9400 or 9403

**Skamania County**

Mr Karl Tesch Director  
 Department of Emergency  
 Management  
 PO Box 790  
 Stevenson WA 98648  
 509/427-8076

**City of Skykomish**

Mr Charles Brown  
 Town of Skykomish  
 PO Box 308  
 Skykomish WA 98288  
 360/677-2388

**Snohomish County**

Mr Al Amonson  
 Snohomish County Department of  
 Emergency Management  
 1907 Everett Avenue  
 Everett WA 98201  
 425/258-6461

**Southwest Snohomish**

for: Bothell, Brier, Edmonds,  
 Lynnwood, Mill Creek,  
 Mountlake Terrace, Woodway  
 Ms Lyn Gross Chair  
 23607 Hwy 99  
 Ste 3C  
 Edmonds WA 98026  
 425/776-3722 or 774-3583

**Spokane County**

Mr Earl Brown Deputy Director  
 Spokane City/County DEM  
 W 1121 Gardner Ave  
 Spokane WA 99201  
 509/456-2204

**Stevens County**

Craig Thayer, Sheriff  
 PO Box 186  
 Colville WA 99114  
 509/684-5296

**City of Steilacoom**

Mr Rod Rodriguez  
 Steilacoom Department of Public  
 Safety  
 601 Main Street  
 Steilacoom WA 98388  
 253/581-0110

**Thurston County**

Mr Frank Hamilton, Chair  
 Roads & Transportation Svs  
 9605 Tilly Rd SW  
 Olympia WA 98512-9140  
 360/786-5495

**Wahkiakum County**

Local Emergency Planning  
 Committee  
 Wahkiakum County Board of  
 Commissioners  
 64 Main Street  
 Cathlamet WA 98612  
 360/795-3219

**Walla Walla County**

Mr Edward George Director  
 Walla Walla County Department  
 of Emergency Mgmt  
 27 N 2nd Ave  
 Walla Walla WA 99362  
 509/527-3223

**Whatcom County**

Mr Dale Brandland Director  
 Whatcom County Division of  
 Emergency Management  
 311 Grand Avenue  
 Bellingham WA 98225  
 360/676-6681

**Whitman County**

Ms Rita Konzal  
 PO Box 470  
 Colfax WA 99111  
 509/397-6266

**Yakima County**

Mr Don Thompson  
 Director of Emergency Mgt  
 Yakima Co Courthouse Rm 10  
 Yakima WA 98901  
 509/574-1900

<b>Tier Two</b> <b>EMERGENCY</b> <b>AND</b> <b>HAZARDOUS</b> <b>CHEMICAL</b> <b>INVENTORY</b>  <i>Specific</i> <i>Information</i> <i>by Chemical</i>	<b>Facility Identification</b> Name <u>XYZ Facility</u> Street <u>123 Main Street</u> City <u>Eugene</u> County <u>Grant</u> State <u>WA</u> Zip <u>98004</u> SIC Code <u>1</u> <u>2</u> <u>3</u> <u>4</u> Dun & Brad Number <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u> <u>6</u> <u>7</u> <u>8</u> <u>9</u>		<b>Owner/Operator Name</b> Name <u>XYZ Corporation</u> Phone <u>206 555-4567</u> Mail Address <u>PO Box 555 Newark NJ 07134</u>	
	<b>Emergency Contact</b> Name <u>John Smith</u> Title <u>Manager</u> Phone <u>206 437-1400</u> 24 Hr. Phone <u>206 438-3333</u>		Name <u>Carol Jones</u> Title <u>Emergency Resp.</u> Phone <u>206 437-1400</u> 24 Hr. Phone <u>206 438-4444</u>	
	<b>FOR OFFICIAL USE ONLY</b> ID # _____ Date Received _____			

<b>Important: Read all instructions before completing form</b>		<b>Reporting Period</b> From January 1 to December 31, 19 <u>96</u>	<input checked="" type="checkbox"/> Check if information before is identical to the information submitted last year.
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Chemical Description	Physical and Health Hazards	Inventory	Storage Codes and Locations (Non-Confidential)	Optional
CAS <u>7</u> <u>6</u> <u>6</u> <u>4</u> <u>4</u> <u>1</u> <u>7</u> Trade Secret <input type="checkbox"/> Chem. Name <u>Ammonia</u> Check all that apply: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas <input checked="" type="checkbox"/> EHS EHS Name <u>Ammonia</u>	<input checked="" type="checkbox"/> Fire <input checked="" type="checkbox"/> Sudden Release of Pressure <input checked="" type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (acute) <input checked="" type="checkbox"/> Delayed (chronic)	<u>0</u> <u>2</u> Max. Daily Amount (code) <u>0</u> <u>2</u> Avg. Daily Amount (code) <u>3</u> <u>6</u> <u>5</u> No. of Days On-site (days)	<u>L</u> <u>2</u> <u>4</u> NW side of Bldg 3	<input type="checkbox"/>
CAS <u>7</u> <u>7</u> <u>8</u> <u>2</u> <u>5</u> <u>0</u> <u>5</u> Trade Secret <input type="checkbox"/> Chem. Name <u>Chlorine</u> Check all that apply: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas <input checked="" type="checkbox"/> EHS EHS Name <u>Chlorine</u>	<input type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input checked="" type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (acute) <input checked="" type="checkbox"/> Delayed (chronic)	<u>0</u> <u>2</u> Max. Daily Amount (code) <u>0</u> <u>2</u> Avg. Daily Amount (code) <u>3</u> <u>6</u> <u>5</u> No. of Days On-site (days)	<u>P</u> <u>1</u> <u>4</u> Storage shed C	<input type="checkbox"/>
CAS <u>8</u> <u>0</u> <u>0</u> <u>6</u> <u>6</u> <u>1</u> <u>9</u> Trade Secret <input type="checkbox"/> Chem. Name <u>Gasoline</u> Check all that apply: <input type="checkbox"/> Pure <input checked="" type="checkbox"/> Mix <input type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas <input type="checkbox"/> EHS EHS Name _____	<input checked="" type="checkbox"/> Fire <input type="checkbox"/> Sudden Release of Pressure <input type="checkbox"/> Reactivity <input checked="" type="checkbox"/> Immediate (acute) <input checked="" type="checkbox"/> Delayed (chronic)	<u>0</u> <u>4</u> Max. Daily Amount (code) <u>0</u> <u>4</u> Avg. Daily Amount (code) <u>3</u> <u>6</u> <u>5</u> No. of Days On-site (days)	<u>B</u> <u>1</u> <u>4</u> Near pump island	<input type="checkbox"/>

<b>Certification</b> (Read and sign after completing all sections) I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through <u>ONE</u> , and that based on my inquiry of those individuals responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete.		Signature <u>John Smith</u> Date signed <u>1/28/96</u>	
Name and official title of owner/operator OR owner/operator's authorized representative <u>John Smith, Manager</u>		Optional Attachments <input type="checkbox"/> I have attached a site plan <input type="checkbox"/> I have attached a list of site coordinate abbreviations <input type="checkbox"/> I have attached a description of dikes and other safeguard measures	

EXAMPLE

**Some common SIC Codes are**

Meat packing plants = 2011

Frozen fruits/vegetables = 2037

Refrigerated warehousing and storage = 4222

Swimming Pools = 7997

Gasoline Service Stations = 5541

Natural gas distribution = 4924

**Some frequently requested CAS #'s are:**

Gasolines, Aviation fuels = 8006-61-9

Diesel Fuel #2 = 68476-34-6

Diesel Fuel #6 = 68553-00-4

Lube oil = 64742-54-7

Chlorine = 7782-50-5

Propane = 74-98-6



# Washington Community Right-To-Know

Page \_\_\_\_\_ of \_\_\_\_\_

Tier Two <b>EMERGENCY AND HAZARDOUS CHEMICAL INVENTORY</b>	<b>Facility Identification</b>		Owner/Operator	
	Name		Name	Phone (     )
	Street		Mail Address	
	City	County	<b>Emergency Contact</b>	
	State	Zip		
	SIC Code	Dun &Brad Number - -	Name	Title
Reporting for calendar year: 19 _____		Phone	24 Hr Phone	
		Name	Title	
		Phone	24 hr Phone	

Important: Read all instructions before completing form

Check if information below is identical to the information submitted last year.

Chemical Description	Physical and Health Hazards (check all that apply)	Inventory	Container Type Pressure Temperature	Storage Codes and Locations (Non-Confidential) <i>Storage Locations</i>	Optional																		
CAS                      Trade Secret <b>Chem. Name</b> _____  Check all    or            or    or    & that apply <i>Pure</i> <i>Mix</i> <i>Solid</i> <i>Liquid</i> <i>Gas</i> <i>EHS</i> EHS Name _____	<b>Fire</b> Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	<div> <div>Max. Daily Amount (code)</div> <div>Avg. Daily Amount (code)</div> <div>No. of Days On-Site</div> </div>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																			       	<input type="checkbox"/>
CAS                      Trade Secret <b>Chem. Name</b> _____  Check all    or            or    or    & that apply <i>Pure</i> <i>Mix</i> <i>Solid</i> <i>Liquid</i> <i>Gas</i> <i>EHS</i> EHS Name _____	<b>Fire</b> Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	<div> <div>Max. Daily Amount (code)</div> <div>Avg. Daily Amount (code)</div> <div>No. of Days On-Site</div> </div>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																			       	<input type="checkbox"/>
CAS                      Trade Secret <b>Chem. Name</b> _____  Check all    or            or    or    & that apply <i>Pure</i> <i>Mix</i> <i>Solid</i> <i>Liquid</i> <i>Gas</i> <i>EHS</i> EHS Name _____	<b>Fire</b> Sudden Release of Pressure Reactivity Immediate (acute) Delayed (chronic)	<div> <div>Max. Daily Amount (code)</div> <div>Avg. Daily Amount (code)</div> <div>No. of Days On-Site</div> </div>	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>																			       	<input type="checkbox"/>

## Certification (Read and sign after completing all sections)

I certify under penalty of law that I have personally examined and am familiar with the information submitted in pages one through \_\_\_\_\_, and that based on my inquiry if those individuals responsible for obtaining the information, I believe that the submitted information is true and accurate and complete.

\_\_\_\_\_(Name and Title of owner/operator/representative) \_\_\_\_\_Signature \_\_\_\_\_Date signed

Did you remember to include ?

√ Washington Community Right-To-Know Number?

√ Reporting year?

√ Original signature?

√ Mailed to SERC, LEPC and local fire department?

## **PLEASE NOTE LEPC ADDRESS CHANGES**

Several LEPCs have revised their address and/or contact name



State of Washington  
DEPARTMENT OF ECOLOGY  
COMMUNITY RIGHT-TO-KNOW UNIT  
PO BOX 47659  
OLYMPIA, WA 98504-7659

ATTN: Environmental Compliance Manager  
or Safety/Health Coordinator

BULK RATE  
U.S. POSTAGE PAID  
Washington State  
Department of Ecology